



## Program Special (PHEMS Coordinator)

**Job Description:** The PHEMS Coordinator is responsible for coordinating the overall development, implementation, and administration of Rhode Island's Public Health Emergency Management Suite (PHEMS). PHEMS is a set of web-based data applications that include the Hospital Capacity System (HCS), Event Calendar, Patient Tracking System (PTS), and electronic Patient Care Reporting (ePCR) system. The PHEMS Coordinator reports to the Chief, Division of EMS, and also receives policy direction from the Department of Health's PHEMS Steering Committee. The PHEMS Coordinator will:

- Serve as the Department's primary point-of-contact for all matters related to PHEMS.
- Work with internal and external partners and stakeholders to facilitate the integration and coordination of electronic data management tools relevant to public health emergency preparedness and response.
- Serve as a liaison between the Department and other agencies participating in PHEMS to facilitate and support implementation.
- Participate in meetings of the Department of Health's PHEMS Steering Committee and provide input on the development of overall policies related to PHEMS.
- Establish and maintain a consistent set of standards for documentation, data definition and security.
- Maintain contact with all system users to insure that input documents are received, and assist end users in becoming familiar with operating procedures and information availability.
- Ensure that output reports are produced when due and at the request of supervisors and users.
- Administer in-service and formal training programs to promote staff development.
- Assist relevant divisions of the Department in the preparation and/or revision of laws, rules, and regulations and policies or procedures relating to implementation of PHEMS.
- Assists in public health aspects of the state's emergency preparedness and response program, including on-site incident and exercise support when requested.
- Perform other related duties as assigned.

### Minimum qualifications:

- Bachelor's Degree in Social or Behavioral Sciences or Health Sciences, or a closely related field;
- Current RI licensure as an EMT-Basic or higher; experience as an EMT is a plus
- Knowledge of and familiarity with Rhode Island's statewide EMS system and associated regulatory processes;
- Knowledge of and familiarity with principles of emergency preparedness and response;
- Knowledge of and experience in the administration of electronic data systems; or
- Any combination of education and experience that shall be substantially equivalent to the above education and experience.

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### ADDITIONAL INFORMATION

**City:** Providence

**State:** RI

**Salary:** \$23.73

**Position:** Program Specialist (PHEMS Coordinator)

**Skills:**

**Position Type:** Full-time, temporary

**Duration:** TBD